

## REDEVELOPMENT REVIEW COMMISSION SUBMITTAL CHECKLIST

PLANS WILL BE REJECTED IF THE FOLLOWING ITEMS ARE NOT INCLUDED WITH THE APPROPRIATE SUBMITTAL.

Item	Planning & Zoning Commission					Design Review Board					Hearing Officer	
	Use Permit	Zoning	Planned Area Dev (P.A.D.) Overlay	Subdivision/Condo	GP2030/Historic	New Dev	Bldg Add	Ext mod	Bldg Color	Lndsp	Use Permit	Variance
<a href="#">Application</a>	1	1	1	1	1	1	1	1	1	1	1	1
Letter of Explanation/Intent/Justification	1	1	1	1	1						1	1
Narrative of Design Rationale						1	1	1	1	1		
Neighborhood Meeting Notification letter	1	1	1		1	a					1	1
<a href="#">Ownership List &amp; Labels</a>	1	1	1		1						1	1
<a href="#">Ownership Map</a>	1	1	1		1						1	1
Prelim &/or Final Subdivision/Condo Plat 24"x36"				8								
11"x17"				1								
8.5"x11"				1								
Site Plan 24"x36"		10	10			2	2	2	2	2	2	2
11"x17"	1	1	1									
8.5"x11"	1	1	1		1	1	1	1	1	1	1	1
Building Elevations 24"x36"			2			2	2	2	2			
11"x17"			1									
8.5"x11"			1			1	1	1	1			
Building Elevations (Colored) 24"x36"						1	1	1				
8.5"x11"						1	1	1	1			
Building Sections 24"x36"						1	1					
11"x17"												
8.5"x11"						1	1					
Floor Plans 24"x36"			2			2	2					
11"x17"	1		1									
8.5"x11"	1		1			1	1				1	
Landscape Plan 24"x36"			2			2				2		
11"x17"			1									
8.5"x11"			1			1				1		
Preliminary Grading & Drainage 24"x36"			2			2				2		
11"x17"			1									
8.5"x11"			1			1				1		
Model						b						
Material Sample Board 8.5"x14"x1" max						1						

**NOTE:** All plans must be drawn to scale. All 8.5"x11" plans must be either laser print or mat finish PMT with font size at 6 point.

a) For Design Review Board Neighborhood Meeting requirements, see description.

b) The Development Services Manager or designee shall determine the necessity of a model, based upon the magnitude, complexity, or location of the project (see description).